



Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

Natural Resource Technician 3 Recruitment #2011-11-3949

JOB CLASSIFICATION: Natural Resource Technician 3

SALARY RANGE: \$2,598 – \$3,377 per month
(\$2,520 – \$3,276 with 3% temporary reduction)

Important Note: From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most positions. For specific information on the Temporary Salary Reduction, [click here](#).

TYPE OF POSITION: Permanent, Full-time. This position is represented by the WPEA.

Important Note: Once appointed to this position the incumbent will be required to pay union dues or other representation fees within the first 30 days of employment.

LOCATION: Chimacum, Washington

CLOSES: November 30, 2011

POSITION PROFILE:

This position supports DNR and the Orca Straits District in managing state-owned aquatic lands by providing technical assistance to Land Managers and District Manager. Major emphasis for this position is to provide technical support on aquatic land management activities in Clallam and Jefferson Counties and Whidbey Island, as well as aquaculture activities Puget Sound wide. Duties including: preparing lease documents and managing contracts, managing information and tracking work flow, managing data, records and files, assisting with field activities and authorizing routine uses such as mooring buoy authorizations.

REQUIRED QUALIFICATIONS:

- High School Education or higher
- Two years of experience as an Administrative Assistant or equivalent in performing technical or paraprofessional duties related to business administration, natural resources, land use, transaction, leasing or development.
- Must clearly demonstrate the ability to:
 - Use a computer and software such as Microsoft Word, Excel and Outlook.
 - Speak, write and report clearly and effectively.
 - Be organized and manage multiple on-going projects at one time.
 - Work within a team.

DESIRABLE QUALIFICATIONS:

- Ability to competently use database software, such as NaturE.
- Experience working with and providing customer service to the general public and representatives from businesses, governmental organizations, tribes, or lessees/tenants.
- Experience working with leases or other legal contracts and the ability to understand, interpret and enforce contract terms such as rent, insurance and financial security requirements.
- Knowledge of laws, regulations and policies pertaining to management of state owned aquatic lands.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Ability to work outdoors on or near water and on uneven terrain and in a boat.

EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical](#), [dental](#), [life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

Join our job announcement mailing list and view all current job opportunities. Visit: [DNR Jobs](#)

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR Recruiting staff (360) 902-1350 or (360) 902-1228. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

- Must have a valid driver's license
- Qualify as a Notary Public
- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed application – [DNR Job Application](#)
- A Resume
- An online **voluntary** [Applicant Profile Questionnaire](#). (This form is not required and is submitted online. Please do **not** print out and send in with application materials).

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

Electronic method preferred

shesha.zavala@dnr.wa.gov

OR other method

Shesha Zavala
Department of Natural Resources
919 N. Township Street
Sedro Woolley, WA 98284-9384

NOTE: Please indicate 2011-11-3949 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Jeff Schreck at phone number 360-732-7411 or e-mail us at DNRrecruiting@dnr.wa.gov.